

Centennial Christian School Employment Information

(Revised March 2009)

MISSION STATEMENT

The employee needs to be in agreement with the CCS Mission Statement and Philosophy and will strive to uphold and promote the mission and testimony of CCS.

JOB DESCRIPTION

The employee will perform standard duties including the educational and spiritual instruction of students. The employee will be expected to be present each school day in accordance with the schedule established by the school administration (normally from 7:30 am to 3:30 pm, Monday through Friday), and to attend weekly staff meetings and office hours (typically from 3-4pm) and occasional evening/weekend school events.

DURATION OF CONTRACT

The contract will be binding upon signing and is intended to govern the period starting on or about August 10 and ending on or about June 10 of each academic year. This contract is renewable upon agreement of the parties.

CONSIDERATION/PAYMENT

SALARY:

CCS will pay the Employee a salary based on the highest relevant degree, the number of years of teaching, and teaching certification. A full month's pay will equal the annual salary divided by 10 (months). The annual salary will be paid in 9 installments of a full month's pay and two half months (August and June). Those employees remaining for summer school or other duties will receive a specified amount of pay on the last workday of summer school. Local hires will be responsible for their transportation to and from school.

VISA & TRANSPORTATION:

1. Full-time employee from another country will receive one Economy class, round-trip plane ticket from a major U.S. city to Seoul, Korea, at the beginning and end of the school year, every year while employed at CCS. The visa cost can be claimed upon arrival at CCS.
2. Prospective employee already in Korea under a tourist visa will receive the following for the purpose of obtaining a work visa: a round-trip ticket to Osaka (Japan) or Hong Kong, hotel (1 night) and W150,000 for visa and local transportation. The employee will receive a round trip ticket to his/her home of record in the U.S. or Canada after completing one year of service only if s/he agrees to return for a second year.
3. Full-time foreign, non-CCS employee already in Korea will be able to change the visa status by simply submitting necessary documents to the Seoul Immigration Office.

CCS agrees to provide or make the arrangements necessary for the employee to obtain a work visa prior to the commencement of the school year.

HOUSING:

CCS will provide an apartment with basic furnishing to foreign employees. In special cases, housing allowance of W500,000 will be given per month with salary payment, commonly 10 times a year. This option does not include furniture. All employees are responsible for utilities. Telephone and internet connections are optional with a cash deposit required by the Korean telephone company (the office staff will provide assistance).

HEALTH BENEFITS:

CCS will sign up and pay for National Health Insurance Plan. Whenever the Employee has any medical problems, s/he should ask for an illness leave by 8:00 p.m. the evening before the day to be missed. If an illness causes any major problems in employment resulting in an extended absence greater than two weeks, then CCS may cancel the contract.

PENSION:

Each month, approximately W200,000 goes towards the pension plan. CCS and the employee each pay 50%. At the end of the contract, the employee can claim the accumulated amount at the pension office.

ADMINISTRATIVE STRUCTURE

1. The principal is directly responsible to Dr. Song and the school board.
2. The employee is directly responsible to the headmaster and principal of CCS.
3. All comments and grievances should be presented to the principal in writing at an appropriate private meeting or at the weekly staff meeting.
4. The principal will respond in an appropriate and timely fashion to the grievances of the employee. If that is not satisfactory, the Chancellor or the school board will adjudicate any differences. The decisions of the school board and Chancellor are final.

SICK LEAVE AND PROFESSIONAL DAYS

Up to five sick days with pay are provided in the event of illness of the employee. One personal day with pay per year is provided at the completion of each year of service and one day with pay per semester the teacher is allowed to find a substitute teacher and to observe at another international school.

CANCELLATION/TERMINATION

The contract may be terminated without recourse for the following reasons:

1. Immoral or illegal behavior in violation of the Mission Statement, Faculty Standards, and/or the laws of Korea.
2. Unexcused and continuous absences beyond the five days allowed in the paragraph entitled DURATION OF CONTRACT.
3. Failure of CCS to provide for the arrangements agreed to in the paragraph entitled CONSIDERATION/PAYMENT.